

Vermont Public Radio

Job Title: Executive Coordinator
Department: Administration
Reports To: President & CEO
FSLA Status: Non-Exempt, 24 hours per week
Prepared Date: October 2017

SUMMARY:

Acts as primary liaison and recording secretary for the VPR Board of Directors and VPR Board committees, including maintenance of the secure board website and all associated documentation. Provides a variety of highly responsible, confidential, and complex support to the Executive Team at VPR. Has a passion for and understanding of VPR's Mission and strives to ensure its success.

ESSENTIAL ROLES:

1. Support Board of Directors and Board Committees
2. Support Executive Team of VPR
3. Coordinate Executive Team initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Responsibilities	Outcomes
Plan and execute meeting arrangements for the VPR Board of Directors and other events as assigned. Prepare and disseminate meeting materials.	Events are planned with minimal involvement of Executive Team, with all details perfectly taken care of.
Acts as recording secretary for Board and all Board Committees.	Minutes are clear, well written, and posted on the board website within 10 business days.
Maintain and manage website devoted to the business of the VPR Board of Directors	Board and Board Committee materials and notices are posted to board website, facilitating smooth board operations. The site is well managed so documents are easy to find.
Support the Board of Directors and its Committees with its communications	The Board and its Committees receive timely and accurate communications in advance of meetings and providing the materials necessary for them to perform at their best.

Support the Executive Team to ensure effectiveness and efficiency of their time. This will include facilitating easy access to information, meeting preparation and follow-up, and communications.	The Executive Team is supported as needed, communications are anticipated and proactively prepared, staff and Board relationships are strengthened through support of frequent and dynamic communication and the Executive Team is able to maximize effectiveness and efficiency.
General administrative support as needed. Includes, but is not limited to, correspondence (including emails), travel, purchases, and events.	Correspondence is well written, timely and accurate. Travel plans are accurate and appropriate. Events are well planned and coordinated to create the best experience for attendees and support the strongest image of VPR.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio.
2. Preserving confidentiality appropriately.
3. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with VPR.
4. Facilitating respectful communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and donors. Managing conflict constructively.
5. Demonstrating a commitment to the continuous improvement of VPR's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
6. Expressing consistent, high performance expectations for themselves, their department, VPR's leadership and VPR.
7. Developing a broad understanding of all of VPR's departments, programs and services sufficient to assist donors, collaborate effectively with peers, ensure excellent communication and teamwork among departments.

SUPERVISORY RESPONSIBILITIES: None

POSITION REQUIREMENTS:

Education and Experience: High school degree. At least 2 years of professional experience demonstrating aptitude for customer service, technology, data, financial figures, and a high degree of confidentiality.

Essential Skills: Excellent communications (verbal and written in English), interpersonal and organizational skills required. Demonstrated ability to work collaboratively and independently, with focus and attention to detail in an open office environment. Demonstrated ability to exhibit teamwork and adaptability. Working knowledge of Microsoft Office; proficiency with Excel, Word and Mail Merge.

Transportation: Must be able to drive and have reliable transportation in order to attend out-of-office meetings and for running errand such as picking up food for meetings.

Physical Demands: While performing the duties of this job, the employee must regularly talk, hear, and sit or stand facing a computer using a keyboard for extended periods, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus and use dual monitors. The work environment is an open environment office and noise levels vary. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) *Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.*